

**Co-operative Federation of Victoria Ltd
Board Meeting
18 August 2005
Minutes**

Present: Tony O'Shea (Chair), G. Charles. N. Black, David Dinning and David Griffiths

1. Apologies:

No apologies

2. Minutes of 07 July 2005

That the minutes of 07 July 2005 board meeting be signed by the Chairman as a true and accurate record.

3. CAV

It was noted that the report on the CAV projects considered at the last board meeting was forwarded to CAV. It was noted that the following subsequent report had also been forwarded.

Brief update report with detailed report to follow.

Components

1. Redesign australia.coop

Deadline: 30 June 2005

Result: completed by 06 July 2005

2. Updating six popular publications

Deadline: 31 July 2005

Result: Completed by 31 July 2005

3. Develop 10 new co-operative case studies/profiles.

Deadline: 31 July 2005

Result: 11 completed by 03 August 2005. Two more pending.

4. Create capacity for online surveys.

Deadline: 31 July 2005.

Result: Completed by 31 July 2005 with first online survey.

5. Create Members Area on web site,

Deadline: 31 July 2005

Result: Created by 5 August 2005

4. Subscription Reminder

It was noted at the last meeting that the Secretary should forward new subscription reminders which noted the amount paid in 2004-05 and request

members to adjust this amount if your turnover has varied, It was agreed that the invoices should include a brief report on co-operative education.

As required, the report on co-operative education was developed by David Griffiths and has just been approved by Graeme Charles and Tony O'Shea.

5. Audit and Budget

Graeme Charles reported on the audit.

In Graeme's absence, Tony O'Shea said he would liaise with the auditor.

6. Insurance

It was agreed at the last meeting that the premium was too high and Graeme Charles agreed to discuss this with the broker. This was undertaken but with no change to the premium. It was agreed to pay the premium.

7. Co-operative Education

Graeme Charles reported on meetings and discussions with:

Dr. Jeff Rich, Manager of Community Enterprises, of the Department of Victorian Communities.

Dr Lawrie Dooley.

UDV

It was noted that at the last meeting a report on the following should have been prepared:

1. A market survey for co-operative education.
2. Selection of programs to be provided.
3. Revenue estimates from the program.
4. Establishing a budget.
5. The development of a joint funding package.

8. Mervyn Wilson Visit

Arrival: Sunday 25 September 2005 Tullamarine Qantas QF802 ex Perth 4.45pm
Departure: Thursday 29 September Tullamarine Qantas to London 3.30 pm

Tuesday 27 September 2005

12:30pm Meeting with Murray Goulburn board lunch

Evening – dinner with Lawrie Dooley, Tony O'Shea, Niel Black

Thursday

11:00am Meeting with CFV board

David Griffiths reported on a discussion with Chris Greenwood about interviewing

9. AGM

It was noted that the notice calling for director nominations had been prepared and was about to be mailed. It was agreed that the notice should be amended to include the number of vacancies. The board queried whether any existing directors were required to retire at the AGM and whether Independent Director David Dinning was due for election.

The Secretary said he had changed his view since the last AGM. It was agreed the Secretary would review these matters with the Chairman before the circular was issued to members.

10. Subscription reminder letter.

It was noted that this had been prepared.

11. AGM

The board approved the following resolutions for the AGM:

Minutes

That the minutes of the 22 AGM 28 October 2004 be signed by the Chairman as a true and accurate record.

Remuneration of Directors

That Directors do not receive any remuneration as Directors for the 2005/06 financial year.

Annual Subscription

That the membership annual subscription levels for the financial year 2005/06 remain at existing levels.

Annual Turnover \$	Annual Subscription \$
0 -100,000	150
101,000-500,000	250
500,000-1 million	350
1-2 million	500
2-3 million	750
3-4 million	1000
4-5 million	1250
5-6 million	1500
6-7.5 million	1750
7.5 – 10 million	2000

10 – 50 million	2500
50-100 million	3000
100 million plus	4250

12. Member Arrears

There was a discussion on inactive members and the following resolutions approved:

That in accordance with the Rules the following letter be sent to co-operatives whose membership subscriptions exceed two years in arrears:

I write to advise that your co-operative had not renewed its membership as of

The CFV board will be obliged to cancel the membership in accordance with clause 131 of the Co-operatives Act 1996. if the subscription is not received within 28 days of the co-operative's receipt of this letter.

If the membership is cancelled \$10 being the amount paid up in respect of shares will be transferred to the Forfeited Share Registry unless you advise in writing that you require repayment of this amount.

Co-operatives: Hopetoun Courier Co-operative Society Ltd, NEREP Co-operative Ltd, Skills-net Association

That in accordance with the Rules the following letter be sent to co-operatives who have advised that they are not renewing their membership:

Given your advise that membership of the Co-operative Federation of Victoria is not to be renewed, the board at its meeting on 18 August 2005 cancelled your co-operative's membership in accordance with clause 131 of the Co-operatives Act 1996.

With the cancellation of your membership, \$10 being the amount paid up in respect of shares will be transferred to the Forfeited Share Registry unless you advise in writing that you require repayment of this amount.

Co-operatives: Bonlac Foods Limited, North East Flower Growers Co-operative Ltd, Mirboo North Community Support Co-operative, Progressive Broadcasting Services Co-operative Ltd, Terang & District Co-operative Society Ltd, Warrnambool Co-operative Society Limited

13 Accounts for Payment

It was agreed that accounts for payment should be on the agenda for each board meeting.

Next Meeting: 10:30am, 29 September 2005

Prepared by David Griffiths: 23 August 2005
Checked and approved by Chairman: 23 August, 2005.

